

ARCS PROCEDURE:		PRO(TWPPO)-031.001
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Official Visitor Request

I. Purpose:

This procedure provides the instructions on how to prepare an official visitor request.

II. Cautions and Hazards:

None.

III. Requirements:

- Official Visitors can be sponsored only seven days per fiscal year. Official visitors visiting the Laboratory for more than seven service days per fiscal year require Division Director approval. A memo needs to be attached to the affiliate invitation request stating the reasons the official visitor will be at the Laboratory for more than seven service days. The maximum extension is ten days.

IV. Procedure:

A. Requesting a Visit by a U.S. Citizen:

1. Fill out an *Official Visitor Invitation Request Form* (Form 910).
2. Send the completed form to Send original to Valerie Trujillo or Grace Archuleta (MS P237; phone 665-0760; fax 667-8650) at the Visitors and Immigration Services Office before the official visitor's arrival.
Note: Late submittals require a late justification memo from the host through the Group Leader and Division Director.
3. Send copy to BUS-1 Affiliate TravelP234, phone # 667-4138.
4. Fill out a *Visitor Badge Request Form* (Form 1735), if coming to LANL.
5. Flight reservations can be made after BUS-1 has entered the Invitation Request online usually by next day.
6. Hotel reservations can be made by charging the room to a group member's credit card. In order for that person to be reimbursed, an *Affiliate Travel Expense Worksheet* (Form 1127-A) must be submitted with a receipt with room charges and payments made.

B. Requesting a Visit by a Non-U.S. Citizen:

All uncleared non-U.S. citizens and permanent resident aliens visiting or on assignment to LANL require prior DOE or DOE-delegated approval. Contact the Foreign Visits and Assignment Office at 665-1572 regarding approval.

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1. Fill out a *Request for Unclassified Visit or Assignment by a Foreign National* (Form 982).
2. Send the completed form to Send original to Valerie Trujillo or Grace Archuleta (MS P237; phone 665-0760; fax 667-8650) at the Visitors and Immigration Services Office before the official visitor's arrival.
Note: Late submittals require a late justification memo from the host through the Group Leader and Division Director.
3. Send copy to BUS-1 Affiliate TravelP234, phone # 667-4138.
4. Flight reservations can be made after BUS-1 has entered the Invitation Request online usually by next day.
5. Hotel reservations can be made by charging the room to a group member's credit card. In order for that person to be reimbursed, an *Affiliate Travel Expense Worksheet* (Form 1127-A) must be submitted with a receipt with room charges and payments made.

V. References:

None.

VI. Attachments:

None.